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FY04

GRADUATE RECORD EXAMINATIONS

CHAPTER 7

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Chapter 7

Graduate Record Examinations

Introduction

The GRE program is divided into two separately administered programs.

Part I – The GRE General Test

This is a computer-based test. Refer examinees to computer-based test centers for administration of the **GRE General**.

The examinee is responsible for

- scheduling the GRE General Test,
- paying all fees associated with registration, and
- if eligible, completing the reimbursement form and applying for reimbursement not later than 90 days after the scheduled test date.

Obtain information regarding the GRE General Test policies and registration procedures, and identifying the nearest GRE test center by

- reviewing the current GRE *Information and Registration Bulletin*,
- visiting the GRE Web site at **www.gre.org**, or
- calling 1-800-GRE-CALL (1-800-473-2255)

DANTES reimburses the GRE General Test fee for eligible military personnel only. For specific eligibility requirements, see the “Reimbursement Eligibility” section in this chapter.

- **Examinees must pay particular attention to the rescheduling and cancellation sections in the GRE *Information and Registration Bulletin*.**
 - **Examinees are responsible for paying all fees charged for these services.**

Part II - The GRE Subject Tests remain as paper-based tests available on an up-front funded basis for eligible military examinees through DANTES Test Centers **only**.

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Graduate Record Examinations, Continued

Background

The GRE program history is as follows:

- The first Graduate Record Examinations were administered in 1937.
 - This was a joint venture of the Carnegie Foundation for the Advancement of Teaching and graduate school deans of four eastern universities.
 - In 1948, Educational Testing Service (ETS) assumed responsibility for the GRE.
 - In 1966, the Graduate Record Examinations Board was established to represent the graduate education community more broadly.
 - The last paper-based administration of the GRE General at DANTES Test Centers was April 1999. Effective 1 October 1999, the GRE General CBT is available to eligible military personnel at National and International Test Centers only on an after-the-fact reimbursement basis.
 - For GRE Subject program information, see page II-7-21.
-

PART I – GRE GENERAL TEST

Description

GRE General Test

The GRE program provides tests, research, publications, and advisory services to assist graduate schools and departments in admission, guidance, placement, and selection of fellowship recipients.

The GRE General Test measures verbal, quantitative, and analytical writing skills acquired over a long period of time and not necessarily related to any particular field of study.

Type of Test	What It Measures	Time & Questions
Verbal	Ability to analyze and evaluate written material and synthesize information obtained from it, analyze relationships among component parts of sentences, and recognize relationships between words and concepts.	30 minutes 30 questions
Quantitative	Basic mathematical skills and understanding of elementary mathematical concepts, as well as ability to reason quantitatively and solve problems in a quantitative setting.	45 minutes 28 questions
Analytical Writing	Critical thinking and analytical writing skills. It assesses the ability to articulate and support complex ideas, analyze an argument, and sustain a focused and coherent discussion. It does not assess specific content knowledge and there is no single best way to answer.	75 minutes 2 writing tasks

Continued on next page

Description, Continued

GRE General Preparation Material

Examinees are sent the GRE General: PowerPrep® software free immediately after registering to take the GRE General Test. The GRE General: PowerPrep® software may also be downloaded free at any time at: www.gre.org/pracmats.html.

Reimbursement Eligibility

Reimbursement Eligibility For Military and Civilians

For Military:

To be eligible for reimbursement for the GRE General Test fee, the examinee must, at the time of testing, possess a current “Armed Forces of the United States” identification card, and meet the following requirements:

- Have never taken a DANTES-funded GRE General Test to include paper-based examinations.
- Is applying to or enrolled in a graduate school requiring the GRE General Test, or
- Is fulfilling a legitimate Service requirement.
- Agrees to apply for reimbursement no later than 90 days after the scheduled test date.

For Civilians:

Civilians are not eligible for DANTES reimbursement of the GRE General Test.

Registration and Scheduling Procedures

Conus Scheduling and Registration Options

There are two registration/scheduling options for those testing in the U.S., American Samoa, Guam, U.S. Virgin Islands, Puerto Rico, and Canada:

BY PHONE (preferred method):

Call the computer-based test center directly (see the *GRE Information and Registration Bulletin* or visit www.gre.org) or call **1-800-GRE-CALL** (1-800-473-2255), schedule the exam, and charge the registration fee to VISA, MasterCard, or American Express. This method:

- allows for the quickest scheduling and
- speeds the reimbursement process.

BY MAIL:

The examinee completes the “GRE Computer-Based Testing Program Authorization Voucher Request Form” (Exhibit 1) found in the *GRE Information and Registration Bulletin* and mails the registration fee (check or money order made out to **ETS-GRE/CBT**) and the request form to:

**GRE
Educational Testing Service
P.O. Box 6103
Princeton, NJ 08541-6000**

In 2-4 weeks the examinee will receive the voucher and may then call the test center or **1-800-GRE-CALL** to schedule an appointment.

Continued on next page

Registration and Scheduling Procedures, Continued

Overseas Scheduling and Registration Options

Visit www.gre.org or refer to the *GRE Information and Registration Bulletin* for the phone number and address of the nearest Regional Registration Center (RRC). Registration or scheduling options for those testing overseas are

BY PHONE (preferred method):

Call the RRC for the associated test center, schedule the exam, and charge to VISA, MasterCard, or American Express.

This method

- allows for the quickest examination scheduling and
- speeds the reimbursement process.

BY FAX:

- Fax the GRE General Test International Test Scheduling Form* (Exhibit 2) with completed credit card information to the preferred RRC. This form can be downloaded from the GRE Web site at www.gre.org/codelst.html.
- The form must be received at the RRC at least 7 days prior to the examinee's first test date choice.

BY MAIL:

Send the GRE General Test Program International Test Scheduling Form* (Exhibit 2) and registration fee to the preferred RRC. This form can be downloaded from the GRE Web site at www.gre.org/codelst.html. Pay with credit card (VISA, MasterCard, or American Express), Bank Draft, U.S. Postal Money Order, UNESCO Coupons, Eurocheck, or money order.

- Make check/money order payable to **ETS-GRE/CBT**.

***Do not use DSN phone or DSN FAX numbers on the test scheduling form.**

Continued on next page

Registration and Scheduling Procedures, Continued

GRE General Testing Intervals

The following applies concerning the frequency of GRE General testing:

- Examinees may not take the GRE General more than one time in any given calendar month, even if they took the test and cancelled the score immediately upon completing the test.
 - If an examinee tests on the GRE General more than one time during any calendar month, the second administration is not reported and the test fee is forfeited.
 - Examinees may not take the GRE General more than 5 times in a 12 month period.
-

Reimbursement Responsibilities

TCO Responsibilities

The DANTES TCO should:

- Disseminate GRE General Test information through various media.
 - Act as the focal point for information and guidance.
 - Provide the *GRE Information and Registration Bulletin* and refer examinees to the GRE Web site.
 - Notify examinees that they must apply for reimbursement no later than 90 days after the scheduled test date.
 - Provide, review, and certify the “DANTES GRE General/GMAT Reimbursement Form” (Exhibit 3) for eligible examinees.
 - Advise examinees to allow at least two credit card billing cycles after testing before inquiring about their reimbursement.
-

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Reimbursement Responsibilities, Continued

Examinee Responsibilities The examinee is responsible for scheduling, paying fees, and completing the reimbursement form (Exhibit 3)

Step	Action
1	Prior to testing, contact the nearest DANTES Test Center for eligibility information. For registration information, obtain the <i>GRE Information and Registration Bulletin</i> or visit www.gre.org for information.
2	Schedule and take the GRE General Test.
3	Contact the DANTES Test Center after receiving the official GRE General CBT Score Report. (approximately 2 weeks after testing; allow longer for overseas testing).
4	Fill out the DANTES GRE General/GMAT Reimbursement Form (Exhibit 3). Ensure the DANTES TCO completes and signs the form.
5	Submit the completed form, with a legible copy of the official GRE General Test Score Report no later than 90 days after the scheduled test date to: ETS/CGI P.O. Box 6604 Princeton, NJ 08541-6604

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Reimbursement Responsibilities, Continued

Reimbursement Method Reimbursement occurs in one of two methods depending on how the registration fee was initially paid :

IF BY	THEN
Credit Card	ETS/CGI credits the examinee's credit card account. <ul style="list-style-type: none">• Must be the same credit card initially charged.• Allow two monthly billing cycles for the credit to appear.
Check or Money Order	ETS/CGI sends the examinee a reimbursement check approximately 8 weeks after receipt of the reimbursement request.

Canceling Scoring and Reporting

At the conclusion of testing, the examinee may elect to cancel the GRE General Test score. If the examinee cancels the score, the test fee is forfeited.

DANTES WILL NOT REIMBURSE THE FORFEITED TEST FEE.

Retests

Retests

The examinee must pay for GRE General retests.

- Examinees may not take the GRE General more than one time in any calendar month, even if they have taken the test and cancelled their results.
 - Examinees may not take the GRE General more than 5 times in a 12 month period.
-

Scoring and Reporting

Score Report Receipt

Upon completing the GRE General Test, examinees can choose to view their unofficial scores on screen immediately or cancel them before viewing. If the examinee chooses to cancel the score, the score cannot be reinstated.

Approximately 2 weeks after testing is completed, ETS issues an official score report to the examinee and up to four designated institutions.

Submit a copy of the official score report to ETS/CGI with the “GRE General/GMAT Reimbursement Form” for reimbursement of the GRE General Test fee no later than 90 days after the scheduled test date.

Graduate School List

The *GRE Information and Registration Bulletin* contains a list of Graduate Schools approved to receive GRE General score reports.

Additional Score Reports

Additional score reports may be requested by using the form included in the *GRE Information and Registration Bulletin*. The fee for this service is \$15 per recipient.

Interpretive Guide

An interpretive leaflet, “*Interpreting Your GRE Scores*,” is included with each examinee score report and is also available from ETS/CGI.

Testing Dates and Fees

Scheduling a Test Date

The GRE General Test is available every month at test centers around the world. (See “Registration and Scheduling Procedures.”)

Test Fees

The test fees are:

U.S., American Samoa, Guam, U.S. Virgin Islands, and Puerto Rico	Overseas
\$115	\$140

Continued on next page

Testing Dates and Fees, Continued

Rescheduling Fee

A \$40 rescheduling service fee is charged for each appointment an examinee chooses to reschedule.

- In order to reschedule, the examinee must contact the Registration Center (in the U.S. the examinee may contact the test center directly) **NO LATER THAN 7 DAYS** prior to the scheduled appointment.

DANTES does not reimburse the rescheduling fee

Cancellation Fee

The examinee may request a partial test fee refund of \$60 if the cancellation request is received at least **7 DAYS PRIOR TO THE SCHEDULED APPOINTMENT**.

- In order to cancel the reservation, the examinee must contact the Registration Center (in the U.S. the examinee may contact the test center directly) **NO LATER THAN 7 DAYS** prior to the scheduled appointment.
 - **DANTES does not reimburse the non-refunded portion of the cancellation fee.**
-

No-Show Forfeiture of Registration Fee

Examinees forfeit their entire test fee if they **fail** to:

- Reschedule or cancel **AT LEAST 7 DAYS** prior to their scheduled appointment.
 - Appear for testing at the appointed time and date.
-

Continued on next page

Testing Dates and Fees, Continued

No-Show Fee Waiver Policy

For emergency “no-show” circumstances the GRE Program will consider refunding the registration fee. The following applies:

- The examinee must provide to the DANTES Examinations Staff in Pensacola, written official documentation that substantiates the circumstances for the emergency “no show.”
 - The DANTES Examinations Staff will forward the documentation along with their recommendation to the GRE Program Director for consideration. The GRE decision is final.
 - Examples of emergency “no-show” circumstances are:
 - Unscheduled mission-related military deployment
 - Emergency leave
 - Illness requiring documented medical care
-

Study Guides and Resource Materials

Order Materials

Order necessary materials from the following sources:

Order the items below using the “ETS/CGI Application for Test Materials:”

Item	Source*	Cost
<i>“GRE Information and Registration Bulletin”</i>	1 ETS/CGI	None
<i>“Interpreting Your GRE Scores”</i>	1 ETS/CGI	None

Order the item below using the *GRE Registration and Information Bulletin*:

<i>“Decision Guides”**</i> Visit www.gre.org for complete information.	2 ETS/GRE	\$19 (Includes shipping, APO, FPO, & domestic)
<i>Practicing to Take the GRE General Test, 10th Edition</i>	2 ETS/GRE	\$24 (Includes shipping, APO, FPO, & domestic)

Examinees may download free the item below at any time:

<i>“POWERPREP®”</i> Provided free of charge at: www.gre.org/pracmats.html Test preparation for the GRE General Test	2 ETS/GRE	None
---	---------------------	------

*Source address denoted by number below.

**Each ordered separately.

1
ETS/CGI
DANTES Program
P.O. Box 6604
Princeton, NJ 08541-6604

2
ETS/GRE
P.O. Box 6000
Princeton, NJ 08541-6014
www.gre.org

Part II - GRE - Subject Tests

Description

GRE Subject Tests

The GRE Subject Tests measure achievement in specific fields of study (knowledge in either an undergraduate major or an extensive background in the specific subject) and mastery of the concepts, principles, and knowledge basic to success in specific fields.

- Only one Subject Test may be taken per test cycle.
- The GRE Subject Tests remain as paper-based examinations available through DANTES Test Centers.
- Download Subject Test practice materials for free at: www.gre.org

The Subject Tests are timed (2 hours and 50 minutes) and are available in the following 8 subject areas, 3 of which yield sub-scores as indicated:

Test Code	Subject Test Area	Sub-score Areas
B22	Biochemistry, Cell, and Molecular Biology	Biochemistry Cell Biology Molecular Biology and Genetics
B24	Biology	Cellular and Molecular Biology Organismal Biology Ecology and Evolution Ecology
C27	Chemistry	
C29	Computer Science	
L64	Literature in English	
M68	Mathematics (rescaled)	
P77	Physics	
P81	Psychology	Experimental Psychology Social Psychology

Funding Eligibility

Funded Military Testing	Only one administration of a GRE Subject Test is funded by DANTES per lifetime for eligible military personnel (see page II-7-25). Refer to the <i>DEPH</i> , Part I for a complete description of personnel eligible for DANTES-funded testing.
Overseas Unfunded Civilian Testing	Administer GRE Subject Tests to overseas civilians on an unfunded (examinee pays), space-available basis according to Service Policy and Regulations.
Conus Unfunded Civilian Testing	DO NOT administer GRE Subject Tests to civilians in Conus (including Guam, Virgin Islands, and Puerto Rico) without a waiver authorization from DANTES. Requests for waivers are rare and will be considered on a case-by-case basis. Refer to page II-7-26 for waiver and administration information.

Ordering GRE Subject Tests

Ordering Process

To order GRE Subject Tests (which cannot be stocked), follow these steps:

Step	Action
1	<p>Prepare orders <u>separately</u> from other test orders using the “ETS/CGI Application for Test Materials” (Exhibit 4). You must:</p> <ul style="list-style-type: none">• Specify the test date* (see "Testing Dates and Fees"),• Specify the name* of examinee scheduled to test,• Specify the test title and test code for the exam ordered, and• Order <u>separately</u> if for a GSU. <p>*If the test date and names are omitted, shipment cannot be made.</p>
2	<p>The TCO must mail test orders to ETS/CGI:</p> <ul style="list-style-type: none">• <u>Conus</u> test centers, 4 weeks before the scheduled test date, and• <u>overseas</u> test centers, 6 weeks before. <p>Send orders to: ETS/CGI DANTES Program P.O. Box 6604 Princeton, NJ 08541-6604</p> <p>Orders may be faxed to (609) 720-6800.</p>

Note: If faxing an order, DO NOT mail a hard copy as well.

Continued on next page

Ordering GRE Subject Tests, Continued

Materials for Scheduled Administrations

For scheduled administrations, tests are shipped with corresponding:

- Answer sheets
 - Data Forms
 - *The DANTES Supervisor's Manual* (1 copy)
 - Return envelopes
 - *DANTES TCO/GRE Report* (Exhibit 5)
 - *GRE Information and Registration Bulletin*
 - *The DANTES Supplement to the GRE Information and Registration Bulletin*
 - GRE Subject Test Registration Form, and
 - *GRE Subject Test Practice Book* (one for each test ordered)
-

Other GRE Support Materials

The following materials are sent to all DANTES Test Centers each summer before the start of the new testing year:

- *GRE Information and Registration Bulletin**
- *The DANTES Supervisor's Manual*
- *The GRE Subject Test Registration Form**, and
- *The DANTES Supplement to the GRE Information and Registration Bulletin*

***Provide each candidate with a *Bulletin* and a Registration Form and urge the candidate to review the document before the test administration. To order additional copies use the "ETS/CGI Application for Test Materials."**

Examination Security

Test Loss or Compromise

DANTES instructions for a GRE Subject Test loss or compromise are as follows:

- If a GRE Subject Test is lost, compromised, or suspected of being compromised, contact DANTES, Code 20B, immediately at (850) 452-1063, DSN 922-1063 or e-mail: exams@voled.doded.mil.
 - Suspend testing on the involved exam immediately and refer to specific Service regulations and Part I of this *Handbook* for complete notification procedures.
 - If an investigation is required, follow the guidelines in Service regulations and Part I of this *Handbook*.
 - Provide a copy of the Test Loss/Compromise section of Part I to the responsible investigating official.
-

Administration

Administration Procedures

Observe the administration procedures for the GRE Subject Tests provided in Part I of this *Handbook*.

Military Administration

Administer DANTES-funded GRE Subject Tests only to those eligible military members who are:

1	Applying to or enrolled in a graduate school that requires the exam.
2	Fulfilling a legitimate Service requirement.
3	Using the exam for credit.

Continued on next page

Administration, Continued

Overseas Civilian Administration

If Service regulations permit, administer GRE Subject Tests overseas **(including Alaska and Hawaii)** on an unfunded space-available basis according to Service regulations and policies to:

- Military family members
- Civilians employed by the military, and
- Retired military personnel.

Note: Payment must accompany the completed answer sheet.

CONUS Civilian Administration

DO NOT administer GRE Subject Tests to civilians in Conus (including Guam, Virgin Islands, and Puerto Rico) without specific authorization by DANTES.

Refer civilians to National GRE Test Centers listed in the *Bulletin*. If the national center is more than 170 miles away, request a waiver to test from DANTES, Code 20B. Waivers will be considered on a case-by-case basis.

Schedule Administra- tions

Schedule and administer GRE Subject Tests on one-day chosen from the 6-day testing period listed in the "Dates and Fees" section of this chapter.

Specify the date on the order form.

- **Administer GRE Subject Tests in the morning session.**
 - **An individual may take only one Subject Test per test date.**
-

Required Forms

All GRE examinees (military and civilian overseas) must complete the following forms at the time of testing:

- *"DANTES TCO/GRE Report"* (Exhibit 5)
 - *"GRE Subject Registration Form"*
 - *"DANTES Data Form"* (Exhibit 6)
-

Guessing

One-fourth of one point is subtracted for each wrong answer; **instruct examinees to use caution in guessing on the GRE Subject Tests.**

GRE Subject Retests

DANTES Retest Policy

The Graduate Record Examinations Program has made the following programmatic decision that affects DANTES Test Centers.

Only one form of each GRE Subject Test is available to DANTES Test Centers in FY04.

Examinees who initially test during FY04 at a DANTES Test Center and desire to retest must test at a National Test Center.

Transporting

Transporting

- GRE Subject Tests may be transported to geographically separated units (GSUs).
 - Orders for GSU administrations must be prepared on a **separate** ETS/CGI Application for Test Materials.
-

Alternate Date

GSU administration may be scheduled on an alternate date from that chosen for the test center, if necessary. The TCO must:

- Choose an alternate test date within the required time frame
- Specify that alternate date on the order form, and

Indicate that the administration will take place at a GSU.

Note: Records (Test Logs, Document Receipt Forms, Safe/Security Records, etc.) at the test center should show which exams are transported and when they were transported.

Returning Examinations and Materials

Returning GRE Subject Testing Materials

Observe the procedures for returning tests in Part I of this *Handbook*. Mail all used and unused testing materials within 24 hours of administration, including:

- Answer sheets
- GRE fees (paper-clipped to answer sheets)
- "DANTES TCO/GRE Report" (Exhibit 5)
- Completed DANTES Subject Registration Forms
- Completed DANTES Data Forms (Exhibit 6)
- Used and unused GRE Subject Tests, and
- DANTES Document Receipt Form (1560/14)

To

Certified/Registered Mail

ETS/CGI
DANTES Program
P.O. Box 6604
Princeton, NJ 08541-6604

Express Mail

ETS/CGI
DANTES Program
664 Rosedale Road
Princeton, NJ 08540

Note: Do not mail GRE Subject Test materials in the same package with other DANTES tests.

Scoring and Reporting

Score Report Receipt

GRE Subject Test scores are reported approximately 6 weeks after the answer sheets are received by ETS/CGI. Other important information:

- A GRE Subject Test score report is not sent to the TCO unless the examinee enters the TCO's address on the registration form in the "current mailing address" block. **Entering the TCO's address would mean the examinee would not receive a score report.**
- GRE Subject Test score reports for the examinee, the examinee's undergraduate institution, and up to four graduate institutions or fellowship-granting agencies are provided at no extra cost. To request these reports the examinee enters the appropriate institution code on the registration form.

Note: The Institutional Code List for designating institutions to receive score reports is provided in the *GRE Information Bulletin*.

Additional Score Reports

The examinee may request GRE Subject test scores any time by sending ETS-GRE an "Additional Score Report Request (ASR) Form" (refer to the *GRE Information and Registration Bulletin*) and a fee. (Refer to the "Testing Dates and Fees, Additional Score Report Fee" section of this chapter.) Once requests are received, ETS/CGI will

- make every effort to mail additional score reports within 10 working days, and
- notify the examinee that scores have been sent.

Note: For specific information on score reports, refer to the *GRE Information Bulletin*.

Score Interpretation

Scores are reported as a total score and, in some cases, subscores are also reported. Interpretive information for the Subject Test scores is provided in the leaflet "Interpreting Your GRE Scores."

Testing Dates and Fees

DANTES Test Dates

DANTES Test Centers must choose one test date from the following designated time frames and administer all GRE Subject Tests on that day.
Specify the date on the order form.

10-15 Nov 2003 15-20 Dec 2003 5-10 Apr 2004

National Test Dates

The National Test Center testing dates are:

8 Nov 2003 13 Dec 2003 3 Apr 2004

Form of Payment

Pay fees by check or money order in U.S. dollars drawn on a U.S. bank, made payable to ETS-GRE.

Test Fees

Test fees for military and Reserve component personnel are as follows:

Test	Fee
GRE Subject - (Under restrictions listed in this chapter)	Free - Once per lifetime (\$130 retesting fee)

Continued on next page

Testing Dates and Fees, Continued

Civilians	Limited civilian GRE Subject Test administrations are approved only at <u>overseas</u> DANTES Test Centers. Civilians are required to pay \$130 for each GRE Subject Test.
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National Test Centers	The National Test Center fees are:
------------------------------	------------------------------------

Conus	Overseas
\$130	\$150

Additional Score Report Fee	Each transcript costs \$15.
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Study Guides and Resource Materials

Order Materials

Order necessary materials from the sources listed on the following page:

Order the items below with the “ETS/CGI Application for Test Materials” (Exhibit 4):

Item	Source*	Cost
“GRE Information and Registration Bulletin”	1 ETS/CGI	None
“DANTES Supplement to the GRE Information and Registration Bulletin”	1 ETS/CGI	None
“DANTES GRE Subject Test Registration Form”	1 ETS/CGI	None
“Interpreting Your GRE Scores”	1 ETS/CGI	None
“GRE DANTES Supervisor's Manual”	1 ETS/CGI	None

Order the items below using the *GRE Registration and Information Bulletin*:

“Decision Guides” Visit www.gre.org for complete information.	2 ETS/GRE	\$19 (Includes shipping, APO, FPO, & domestic)
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Examinees may download free the item below at any time:

GRE Subject Practice Tests are available free of charge at: www.gre.org/pracmats.html		None
--	--	------

1
ETS/CGI
DANTES Program
P.O. Box 6604
Princeton, NJ 08541-6604

2
ETS/GRE
P.O. Box 6014
Princeton, NJ 08541-6000
www.gre.org